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Services

HURLBURT FIELD FUNDRAISING POLICY

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This instruction implements Department of Defense (DoD) Directive 5500.7-R, *Joint Ethics Regulation*, Chapter 3, AFI 34-223, *Private Organization Program*, and AFI 36-3101, *Fundraising Within the Air Force*. It establishes the policies and procedures for fundraising on Hurlburt Field. It applies to base and tenant units, and any outside organization authorized to fundraise on Hurlburt Field.

SUMMARY OF REVISIONS

Paragraphs **1.1.**, 5.2.1, and 6.2 are revised to read the all fundraiser requests must be approved by the 16 SOW/CC or delegate. Paragraph **1.1.** adds approval required for “fundraisers within individual units.” Paragraph **3.1.** is deleted. Paragraphs **1.2.**, 3.2, and 3.2.2 are revised to include “unless specific authorization has been given by the 16 SOW Commander or delegate.” Paragraph **4.3.** is revised to include “with the exception that off-base fundraisers may not be officially endorsed.” Paragraph **6.5.** is revised to allow advertising during the CFC and AFAF Campaigns, but it must not detract from these campaigns while in progress.

1. General Policy:

1.1. Any group interested in fundraising on Hurlburt Field must follow the proper procedures. A written fundraiser request (**Attachment 2**) must be submitted through the 16th Services Squadron Resource Management Flight (16 SVS/SVFR) to the 16th Services Squadron Commander (16 SVS/CC) for approval. Approval is required for all on-base fundraising, regardless of the nature or size of the event, including those fundraisers within individual units. Solicitation of local businesses for prizes, gift certificates, or the like, must also be approved.

1.2. Groups requesting to fundraise shall not imply official endorsement by any Department of Defense (DoD) component, the United States Air Force, Hurlburt Field, Air Force Special Operations

Command (AFSOC), 16th Special Operations Wing (SOW), or individual units, unless specific authorization has been given by the 16 SOW Commander or delegate.

1.3. Groups generally allowed to fundraise on Hurlburt Field include:

1.3.1. Listed private organizations (PO).

1.3.2. Unofficial activities/organizations, such as unit or office booster clubs not required to list as POs.

1.3.3. Local chapters of professional military associations (e.g. Non Commissioned Officers Association (NCOA), Air Force Sergeants Association (AFSA), Air Force Association (AFA)).

1.3.4. Local scouting organizations primarily made up of military dependents.

2. Fundraising Guidelines:

2.1. The fundraiser request must be approved prior to the event.

2.1.1. Allow two weeks for staffing fundraiser requests.

2.1.2. Organizations shall not advertise fundraising activities prior to obtaining approval.

2.2. Coordination with external agencies must be accomplished prior to submitting the request.

2.2.1. The appropriate manager must give approval to use a facility. For example, the manager of Gator Lakes Golf Course must approve the use of the course for a proposed golf tournament.

2.2.2. Any fundraiser involving the sale or preparation of foods must comply with AFI 48-116, *Food Safety Program*, and be coordinated with the Hurlburt Field Public Health Office (located in Building 91041). An application for a temporary food booth is at [Attachment 3](#).

3. Fundraising Restrictions:

3.1. Fundraisers must take place away from the workplace. Lobbies, breakrooms, and common areas are not considered part of the workplace.

3.2. There can be no implication of official sponsorship, unless specific authorization has been given by the 16 SOW Commander or delegate.

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3.2.1. Requesting groups shall not use any of the agencies listed in paragraph [1.2](#). to indicate sponsorship. For example, 16 SVS/SVFR cannot sponsor a car wash. Marlin Booster Club is the sponsor of the event.

3.2.2. All participants must be in a non-duty status and out of uniform, unless specific authorization has been given by the 16 SOW Commander, or delegate, stating otherwise.

3.2.3. Government resources cannot be used. This includes government-owned vehicles (GOVs), workplace copiers, and the base email system. Exception: base parking lots and water are usable for car washes, provided the base is in a Green Flag water condition. The requesting group must have prior approval from the appropriate facility manager to use a parking lot for a car wash.

3.3. Organizations are limited to two on-base fundraisers per quarter. Exception: Fundraising in conjunction with an event sponsored by 16th Services Squadron, such as operating a food booth at Sound of Independence, does not count against an organization's two fundraisers per quarter.

3.4. Unused fundraisers do not carry over from one quarter to the next.

4. Fundraising Off-Base:

4.1. Off-base fundraisers do not require prior approval and do not count towards an organization's two fundraisers per quarter.

4.2. Organizations shall consult with 16 SVS/SVFR prior to scheduling an off-base fundraiser for legal limitations.

4.3. The restrictions regarding the implication of official sponsorship for on-base fundraisers apply to off-base fundraisers, with the exception that off-base fundraisers may not be officially endorsed.

5. Soliciting Donations:

5.1. Soliciting donations or gifts on Hurlburt Field is prohibited. This includes requesting donations or prizes for awards banquets, recognition ceremonies, and unit holiday parties.

5.2. Organizations can solicit local businesses and agencies, but must have approval before solicitation can occur.

5.2.1. If soliciting prizes to be given away as part of a fundraiser, such as a golf tournament, include a sample letter for review with the fundraiser package. See [Attachment 4](#) for an example. The Hurlburt Field legal office, 16 SOW/JA, will review the letter. Approval authority is 16 SVS/CC.

5.2.2. If the solicitation is not in conjunction with a fundraiser, contact 16 SVS/SVFR for guidance. This includes units requesting prizes or donations from local businesses to be given at holiday parties and summer picnics.

5.2.3. In the case of off-base solicitation for donations to an external private organization, there can be no implication of command or Air Force sponsorship, nor can authorization for such sponsorship be obtained. Members must be off duty and out of uniform. The solicitation letter must clearly indicate the donations are for a private organization or unofficial activity and not the base or any part of the Air Force. The letter shall not contain official names belonging to the Air Force, including unit names, office symbols, or rank.

5.2.4. Organizations shall not promise endorsement or sponsorship to businesses in return for donations. For example, a business donating a prize for a golf tournament shall not be promised hole sponsorship. The organization can only recognize the donating businesses verbally at the event benefiting from the donation or gift.

6. Advertising:

6.1. Advertisement signs and flyers shall not contain official names belonging to the Air Force, which includes unit names, office symbols, and rank.

6.2. Advertisement flyers must be approved by 16 SVS/CC prior to dissemination. Include a copy in the fundraiser package for review.

6.3. Organizations shall not send base-wide emails to advertise. The email system is a government resource restricted to official business. (See AFI 33-119, *Electronic Mail (E-Mail) Management And Use*, Paragraph 3).

6.3.1. An informational email can be sent within the organization itself, but shall not be disseminated throughout the base. Flyers or word of mouth shall accomplish advertising outside of the organization.

6.3.2. An advertisement flyer can be posted to Hurlburt's Base-wide Bulletin folder on Microsoft Outlook. The flyer must have prior approval before it can be posted. See paragraph [6.2](#).

6.4. Organizations must have facility manager approval prior to posting flyers in buildings on base. This applies to unit and squadron buildings, as well as the Base Exchange, Commissary, Shoppette, Mini-Mall, and recreational facilities.

6.5. Fundraising during the annual Combined Federal Campaign (CFC) and Air Force Assistance Fund (AFAF) must be conducted away from the workplace as not to compete with CFC and AFAF. Advertising for fundraisers during the annual CFC and AFAF is authorized as long as it does not detract from these campaigns while in progress.

FRANK J. KISNER, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD Directive 5500.7-R, Joint Ethics Regulation
AFI 33-119, Electronic Mail (E-Mail) Management And Use
AFI 34-223, Private Organization Program
AFI 36-3101, Fundraising Within The Air Force
AFI 48-116, Food Safety Program

Abbreviations and Acronyms

16 MDG/SGOAPM—16 Medical Group Public Health Office
16 SVS/SVFR—16 Services Squadron Resource Management Flight
16 SOW/JA—Hurlburt Field Legal Office
AAFES—Army Air Force Exchange Service
AFAF—Air Force Assistance Fund
AFI—Air Force Instruction
CFC—Combined Federal Campaign
DoD—Department of Defense
PO—Private Organization

Terms

Private Organization—A self-sustaining special interest group, set up by people acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. POs are not federal entities and are not to be treated as such. Organizations are required to list as POs if monthly assets (including cash inventories, receivables, and investments) exceed a monthly average of \$1,000 over a 3-month period.

Unofficial Activity/Organization—Same definition as a Private Organization. However, monthly assets do not exceed \$1,000 a month over a 3-month period.

Attachment 2**FUNDRAISER REQUEST LETTER**

MEMORANDUM FOR 16 SVS/SVFR
 16 SOW/JA
 16 SVS/CC

FROM:

SUBJECT: Request for Approval of Fundraising Event

1. We submit the following information in support of our request:

a. PROPOSED EVENT:

b. REQUESTING GROUP:

c. POINT OF CONTACT:

d. DATE(S)/TIME(S)/PLACE(S):

e. NUMBER OF EVENTS CONDUCTED THIS QUARTER: _____

f. HOW FUNDS RAISED WILL BE DISTRIBUTED:

Are any of the proceeds going to charity? _____ Yes _____ No

If yes, what percentage is going to what charity?

If no, describe what funds will be used for.

g. DETAILS OF PROPOSED EVENT:

2. Off-base solicitation is/is not requested. Required solicitation letter is attached for review.

3. Required coordination with Public Health/Commissary/AAFES is attached.

Signature Block of requester

A2.1. In the “FROM” block, indicate the name of the requesting group. For example, Marlin Booster Club. No unit names, office symbols, or rank.

A2.2. For “PROPOSED EVENT,” indicate the fundraiser type. Examples are Car Wash, Bowl-a-Thon, or Golf Tournament.

A2.3. “REQUESTING GROUP” should be the same as **A2.1**.

A2.4. The “POINT OF CONTACT” is the name and phone number of the person who should will contacted once the fundraiser is approved, or if there are questions. Do not include rank.

A2.5. In the “DATE/TIME/PLACE” block, indicate when and where the fundraiser will take place.

A2.6. “NUMBER OF EVENTS CONDUCTED THIS QUARTER” allows 16 SVS/SVFR to track the number of fundraisers per group, as all groups are limited to two fundraisers per quarter. Calendar quarters are Jan-Mar, Apr-Jun, Jul-Sep, and Oct-Dec.

A2.7. Requesting groups must indicate what the funds raised will be used for. If any proceeds are going to charity (e.g. American Cancer Society, Operation Warmheart), the percentage must be included.

A2.8. For “DETAILS OF PROPOSED EVENT”, include whether the manager has given approval for use of his/her facility. This coordination needs to be done prior to submitting the request. See paragraph [2.2](#).

A2.9. If requesting to solicit off-base businesses, a sample solicitation letter must be included with the fundraiser request. See [Attachment 4](#) for an example.

A2.10. If coordinating with Public Health, the temporary food booth application must be included. See [Attachment 3](#). If coordinating with any Army Air Force Exchange Service (AAFES) agency, including the Base Exchange, Shoppette or Mini-Mall, or the Commissary, a signed approval letter from the manager must be attached.

A2.11. The signature block of the requestor can include name and position only, such as President of a booster club. Do not include rank, or format using an official military signature block.

Attachment 3

APPLICATION FOR TEMPORARY FOOD BOOTH

Date:

APPLICATION FOR TEMPORARY FOOD BOOTH

AFI 48-116 permits organizations to operate temporary food booths within certain guidelines. These guidelines are established to ensure food is handled in a safe and sanitary manner that will prevent potential foodborne illnesses. Please complete the following application and fax the form to Public Health at 881-4778 or 1-2140. We will inspect your facility during operation to evaluate food safety and sanitary practices. If you need further assistance, please contact Public Health at 1-5625 or 1-5626 or Food Safety Office at 1-1230.

Temporary Food Booth:

Name of Event:

Sponsoring Organization:

Contact Person/Telephone:

FAX Number:

Date(s) and Hours of Operation:

Location of Food Booth:

Food items to be Served (BE SPECIFIC):

Where will the food be purchased?

How will the food be stored?

How and where will the food be prepared?

How will you keep food preparation and serving area clean?

How will you keep food hot and/or cold during operation?

Signature and Date

1st Ind, 16th Medical Group/SGOAPM

MEMORANDUM FOR _____

Approved/Disapproved.

Public Health Technician and Date

Attachment 4

SAMPLE SOLICITATION LETTER

TO: THE BUSINESS LEADERS OF THE LOCAL COMMUNITY

FROM: Generic Booster Club

SUBJECT: Request for Donations

1. Members of the Generic Booster Club are hosting a golf tournament on 8 Jan 03 at 1300, at Gator Lakes Golf Course, Hurlburt Field. We are asking for your help in providing prizes for the tournament.
2. The proceeds from this event will be going to the Generic Booster Club fund. The Generic Booster Club is a private organization and uses its funds to contribute to morale and esprit de corps. The fund helps defray the costs of events like the Holiday party and family summer picnic, and individual member recognitions.
3. Any donation you can provide will be greatly appreciated. Your donations will be acknowledged at the golf tournament. If you have any questions, please contact John Smith at 555-1111 (day) or 555-2222 (night). Thank you for your support!

Signature Block of Tournament Director